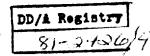
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8 December 1981

NOTE FOR: EXO/DDA

FROM:

C/AS/DDS&T

SUBJ:

Travel Reduction Plan

John,

I have discussed various options with Carol in order to avoid duplication. The following options may prove useful in reducing the cost of travel.

- 1. In high rate areas establish a lower optional per diem rate. The majority of travelers would prefer the simplicity of per diem, which would also speed up the accounting process.
- 2. Extend the use of GTR's to non-city-pair carriers. These carriers also provide lower fares if the traveler uses a GTR. Since these carriers generally leave from more central locations, this will make GTR use more convenient for travelers, thus encourages more travelers to use GTR's.

I hesitate suggesting greater use of Agency aircraft because it could prove more costly in the long run. Obviously, any ceiling placed on travel will result in savings.

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